

## Notes of the ACC RAP meeting

6.30 pm  
31st October 2014

### Church on the Way - Bradford

#### Present

Fiona Sherburn - lay chair  
Charan Sarai - lay member  
Phil Vaux - lay member

#### 1. Welcome and opening prayer.

FS welcomed everyone to the meeting  
CS opened with prayer.

#### 2. Review of PSA feedback

The members of RAP reviewed the comprehensive feedback from the PSA on ACC's accreditation application.

The meeting considered all of the issues raised by the PSA with a particular focus on the following issues that specifically pertained to RAP.

In terms of the make-up of RAP, the lay members did consider that there may indeed be some conflict of interest by having members of the executive attend the meeting – albeit that they didn't have voting rights.

In light of this the lay members thought that the following changes would help achieve the balance between RAP maintaining its independence and allowing the executive to update the RAP lay members on appropriate issues:-

- RAP to change its constitution so that it comprised lay members only.
- RAP to meet formally on a quarterly basis i.e. January, April, July, and October - with the July and October meetings being for the lay members only. RAP would invite members of the executive to the January and July meetings to allow for information exchange and discussion on key issues,

RAP members would of course be able to call extraordinary meetings which could be face to face or conference call as required.

The members also confirmed that they would be prepared to attend ACC events to support ACC's public engagement responsibilities.

In terms of whether conduct meetings should be public meetings RAP agreed that it would be inappropriate for conduct hearings to be open meetings, however all the members were clear that the outcome of the panel should be shared on the website.

**Action - FS to feedback the views of RAP to the Director of Counselling for her to action as appropriate.**

### **3. CPD requirements**

RAP then considered the issue raised by the Director of Counselling about whether RAP would support her request to offer some flexibility to those members who were struggling to achieve the full CPD hours.

After some discussion RAP members agreed that it would be appropriate to offer some flexibility as long as it was applied in a fair and consistent manner and that it was shown not to have negatively impacted on the quality of the counsellor's practice.

It was agreed to ask the Director of Counselling to share some case studies so that RAP could see how the flexibilities were being applied and for an audit to be commissioned in a years' time so that RAP could QA the approach.

**Action - FS to raise the above with the Director of Counselling and ensure that an audit was undertaken in 12 months' time.**

### **4. RAP work programme for 2015**

Having reflected on the feedback from the PSA it was agreed that RAP would primarily focus on the following key issues during 2015:-

- January 2015 – RAP to review the risk register and agree sanctions for ACC.
- April 2015 – review/audit supervision arrangements including the supervision of supervisors.
- June 2015 – review / audit of complaints and sanctions over the previous 12 months.
- October 2015 – audit of CPD flexibilities

**Action – FS agreed to share this with the Director of Counselling and to commission the reports as appropriate.**

### **5. Date, time, venue next meeting**

It was agreed that the next meeting would be held on 30<sup>th</sup> January at 5 pm, Church on the Way Bradford.

The proposed agenda is as follows:-

1. Welcome and opening Prayer
2. Notes of last meeting and matters arising
3. Update on PSA accreditation process
4. Agreeing sanctions
5. Review of risk register – top red risks and mitigations
6. A.O.B

Appropriate members of the executive team will be invited to attend.